

Grammar rules

- **compose and comprise**—the whole comprises the parts; the parts compose the whole. “It consists of” is incorrect.
- **more than**, not over or above
- give it to **him and me**, not he and I—never give it to myself
- an **em dash** (—) is the length of two hyphens. It is used to show a break in thought. Em dashes used in pairs are like parentheses
- a person is a **who**, and a thing is a **that**
- **I.e.** and **e.g.** must be followed by a comma. It's better to spell out **I.e.** —> in other words and **e.g.** —> for example
- make bulletts consistent: start with verb, verb, verb or noun, noun, noun
- “punctuation goes inside the **quotation marks**.”
- use **less** for **noncount** nouns (things you can't count individually) and **fewer** for **count** nouns (things you can count)
- use **hyphens with adjectives** and no hyphens with nouns; end use **vs.** and use **several**
- use an **en dash** (–) to mean through or to; use the word **versus** in an arithmetic phrase
- **which or that**: which has a comma before it; if you can use **that**, use **that**. These two words are not interchangeable; which is not a more formal word for **that**.

Tips for writing

- **copyedit your writing**—read it out loud. Use spell check. Read each word.
- use **although**, not though or while
- **compound words** formed with prefixes (pre, ex, non, ex, anti, bi, co, mid, semi) normally are not hyphenated.
- **U.S. Energy Information Administration and EIA**; not U.S. EIA and not the EIA
- avoid overuse of **due to**—try to use because of, as a result of, or following
- be **policy neutral**
- don't begin a sentence with a **numeral** or a **year**
- no **ampersands** in writing
- additionally —> **also**, utilize —> **use**, in order to —> **to**, numerous —> **many**
- spell out **acronyms** the first time used and in separate sections or chapters of a long document
- don't use **impact** or **incentivize** as a verb
- use **since** with time and **because** when you want to show cause
- **American vs. British English** gray vs. grey, travelled vs. travelled, and forward vs. forwards
- **title case** capitalization: Coal Price Data (for titles and first-level headers)
- **sentence case**: Coal price data (for second-level headers, tables, and graph titles)

EIA style

- **Lower 48 states**—capital L, it must include states
- **5th**, not **5th**. Ordinal numbers for position or rank. Don't use for dates.
- the word **data** is plural
- use the **%** sign in all EIA writing
- **punctuating bulletts**: no ending punctuation (no commas or semicolons). Complete sentences can end with periods, but they don't have to.
- use the **serial comma**—red, white, and blue
- don't capitalize **state**, **government**, **federal**, **nation**, and **congress** unless it's a proper name
- write **1990s**, not **1990**.
- noun —> **United States**; adjective —> **U.S.**
- use **b** rather than **bd** for barrel
- **website**, **homepage**, and **email**: one word, no hyphens, no spaces
- don't use **postal codes** except in addresses
- **Washington, DC** not Washington, D.C.
- don't capitalize or underline for **emphasis**; use bold or italics
- writing **time**: correct—3:00 p.m.; incorrect—3:00 pm, 3:00pm, 3:00PM, 3 pm
- don't hyperlink **click here** —> **here**; link from the subject
- writing **dates**: correct—January 2016; Jan 5; incorrect—Jan 2016; January, 2016; January '16; January 5th; January of 2016; in the month of January

Government Writing Style Guide

M Lipman

Government Writing Style Guide:

Style Manual United States. Government Printing Office,1928 *U.S. Government Printing Office Style Manual* GPO Style Board,Robert C. Tapella,2010-09-01 The 30th edition marks the first revision to this authoritative style manual since 2002 The text is prepared by the GPO Style Board composed of proofreading printing and Government documents specialists from within GPO where all congressional publications and many other key Federal Government documents are prepared

OECD Style Guide Third Edition OECD,2015-10-12 This third edition of the OECD Style Guide is designed to help draft and organise published material so that readers can easily navigate understand and access OECD analysis statistics and information Department of Defense Specifications Development Guide (history, Purpose, Disciplines & Techniques)

William H. Puryear,1976 **FranklinCovey Style Guide for Business and Technical Communication** Stephen R. Covey,Lawrence H. Freeman,Breck England,2012 This book can help any writer produce documents that achieve outstanding results Created by FranklinCovey the world renowned leader in helping organizations enhance individual effectiveness this edition fully reflects today's online media and global business challenges *Effective Writing in the Public Sector* John W. Swain,Kathleen Dolan Swain,2015-01-28 Intended for both students and practitioners in public administration who want to communicate more effectively with a variety of audiences this book offers clear easy to understand guidelines on how to write more clearly concisely and coherently as well as correctly It covers the basics of good English and applies those basics to general forms such as memos letters and e mails and more specific forms such as newsletters proposals budget justifications and rules used in the public sector

Plain Language in Government Writing Judith G. Myers,Judith G. Myers PhD,2008-04 A Plain English Guide to Government Writing Whether you're in the public or private sector good writing skills are critical to your success in the workplace Plain Language in Government Writing A Step by Step Guide shows you how to apply federal plain language guidelines to every type of writing from emails memos and letters to agency communications technical procedures and budget justification statements Through numerous exercises as well as examples from a variety of federal and state agencies this practical guide walks you step by step through every phase of the writing process providing tips for improved clarity conciseness and completeness This valuable reference will help you Write for diverse audiences in reader friendly plain language Overcome writer's block Gain confidence in your ability to write and get results Make your writing visually appealing Prepare for briefings and presentations Recognize successful writing and identify what makes it effective A Plain English Guide to Government Writing will enable you to express yourself more clearly and concisely produce documents more efficiently and work more effectively with others throughout the writing process

Army ,1966 Technical Writing for Business and Industry Pamela S. Beason,Patricia Ann Williams,1990 **Weekly Summary of NLRB Cases** United States. National Labor Relations Board. Division of Information,2000 United States Government Printing Office United States Government Printing Office,1984 *United States Government Printing Office Style Manual*,

1984 ,1984 Style Guide for Business and Technical Communication Franklin Covey Company,1998 This guide provides tips for making your message accessible easy to understand and relevant In the sections on writing and revising organization emphasis page layout and online documentation you will find both process and format suggestions You will also find new and colorful sections on graphics for documents graphics for presentations color charts maps and photographs to prepare visually effective documents **The Santa Fe Magazine** ,1925 Technical Writing John M. Lannon,1985 **Style Manual** U S Government Printing Office,U.S. Government Publishing Office,2017-01-16 By act of Congress the Public Printer of the U S Government Printing Office is authorized to determine the form and style of Government printing The Style Manual is the product of many years of public printing experience and its rules are based on principles of good usage and custom in the printing trade Essentially the Style Manual is a standardization device designed to achieve uniform word and type treatment and aiming for economy of word use The Style Manual has served Federal printers since 1894 and with each new edition the traditions of printing and graphic arts are carried forward into new technologies **Word Division** United States. Government Printing Office,1987 The Office Economist ,1925 A Manual of Thesis-writing, Prepared Specially for the Use of Undergraduates Working in the Social Sciences Arthur Harrison Cole,1928 The Complete Writing Guide to Preparing Reports, Proposals, Memos, Etc Carolyn J. Mullins,1980

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